

*******THIS IS NOT A REQUEST FOR PROPOSAL*******

**STATE OF IOWA
DEPARTMENT OF**

Health

AND

Human

SERVICES

IOWA HEALTH AND HUMAN SERVICES

DIVISION OF ADMINISTRATIVE AND PROFESSIONAL LICENSURE

REQUEST FOR INFORMATION
for
Scanning and Indexing

THIS IS NOT A REQUEST FOR PROPOSAL

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SECTION 1: PURPOSE, BACKGROUND, AND ADMINISTRATIVE INFORMATION

1.1 Purpose/Information Sought.

The Iowa Health and Human Services, hereafter known as the

Agency , is seeking **information** from interested parties who are able to provide information on **scanning and indexing services**.

The purpose of this process is to provide the background information for the preparation of a Request for Proposals (RFP). The purpose of this Request For Information (RFI) is to allow all interested vendors to present systems that are currently available and preview systems that are under development to assist the Agency in preparation of a Request For Bids (RFB) or Request For Proposals (RFP).

1.2 Background Information for the Project.

The Agency is responsible for filing and managing all Vital Events and associated information in Iowa. This includes Birth, Death, Fetal Death, Marriage, Dissolution and Termination of Pregnancy. The Agency maintains central repositories for all electronic and paper Vital Records.

The Agency is the legal entity responsible for the integrity and operation of the vital records registration system, and oversight of vital events registration and issuance processes per Iowa Code chapter 144 and Iowa Administrative Code 641-95 - 100(144).

1.3 Request for Information Procedure

This request requires any vendor wishing to submit **information** to respond to this Request for Information (RFI) by 4:00 p.m., local Iowa time, on **April 17, 2023**.

In addition, vendors may demonstrate their equipment and explain their technology from May 2, 2023 to May 19, 2023.

1.4 Relevant Dates

Event	Date
Issue RFI	February 27, 2023
RFI Responses Due	April 17, 2023
RFI Demonstrations	May 2-19, 2023
Issue RFP (Tentative date)	August, 2023

RFP Decision to Award Contract (Tentative date)	December, 2023
Contractor/Vendor Begins Implementation (Tentative date)	January, 2024

1.5 Submission of Response

The vendor's response must be delivered electronically to tracy.sunquist@idph.iowa.gov. Responses will not be accepted over the telephone. However, the Agency reserves the right to make telephone contacts or follow up on information submitted in any manner deemed appropriate by the Agency. All responses must be received at the Agency by 4:00 p.m. Central Time, on **April 17, 2023**.

1.6 Demonstrations

Demonstrations will be held between May 2, 2023 and May 19, 2023. Demonstration day preferences will be scheduled in the order they are received. Demonstrations will be held virtually.

1.7 Contact Information

The contact at the Agency for scheduling, technical questions, inquiries, comments, and submission of responses will be:

Name of HHS Contact:	Tracy Sunquist
Agency Address:	Iowa Health and Human Services 321 East 12 th Street Des Moines, IA 50319
Email Address:	tracy.sunquist@idph.iowa.gov

1.8 Review and Rejection of RFI Responses

1.8.1 The Agency reserves the right to reject any and all responses, in whole and in part, received in response to this RFI at any time. Issuance of the RFI in no way constitutes a commitment by the Agency to award any contract. This RFI is designed to provide Vendors with the information necessary for the preparation of informative response proposals and demonstrations of product. This RFI process is for the Agency's benefit and is intended to provide the Agency with competitive information to assist in the selection of goods and services. The RFI is not intended to be comprehensive and each Vendor is responsible for determining all factors necessary for submission of a comprehensive response and a complete product capability demonstration. The RFI response and demonstration will not be subject to an RFP type evaluation but only to a review of suggested product performance, cost (*cost may be estimated by Vendor, if an estimate Vendor shall state that it is an estimated or approximate cost*), of processes offered and of abilities to perform services that may be of use to the Agency.

1.8.2 An RFI response may be rejected outright and not reviewed for any one (1) of the following reasons, therefore Vendors are asked to make every effort to meet the RFI timelines and to include the requested information:

- Failure of Vendor to deliver the response by the due date and time.
- Failure to include information requested in the RFI.
- Failure to offer demonstrations.

1.9 Public Records and Requests for Confidentiality

1.9.1 The release of information by the Agency to the public is subject to Iowa Code Chapter 22 and other applicable provisions of law relating to the release of records in the possession of a State agency. Vendors are encouraged to familiarize themselves with these provisions prior to submitting a bid proposal. All information submitted by a Vendor may be treated as public information by the Agency unless the Vendor properly requests that information be treated as confidential at the time of submitting the proposal.

1.9.2 Any requests for confidential treatment of information must be included in a cover letter with the Vendor's bid proposal and must enumerate the specific grounds in Iowa Code Chapter 22 or other legal reasons which support treatment of the material as confidential and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address and telephone number of the person authorized by the Vendor to respond to any inquiries by the Agency concerning the confidential status of the materials.

1.9.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All copies of the proposal submitted, as well as the original proposal, must be marked in this manner.

1.9.4 In addition to marking the material as confidential material where it appears, the Vendor must submit one copy of the bid proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the document as possible. These pages must be submitted with the cover letter and will be made available for public inspection.

1.9.5 The Vendor's failure to request in the bid proposal confidential treatment of material pursuant to this Section and the relevant laws and administrative rules will be deemed by the Agency as a waiver of any right to confidentiality which the Vendor may have had.

1.10 Copyrights

By submitting a response the vendor agrees that the Agency may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The vendor represents that such copying will not violate any copyrights in the materials submitted.

1.11 Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code chapter 722.1 provides that it is a felony offense to bribe a public official.

1.12 Content of the RFI

This RFI is designed to provide vendors with the information necessary for the preparation of an appropriate response. It is not intended to be comprehensive, and each vendor is responsible for determining all factors necessary for submission of a comprehensive response.

The Agency reserves the right to modify this RFI at any time.

Responses should be based on the material contained in this RFI or any other relevant information the vendor thinks is appropriate.

By submitting a response each vendor agrees that it will not bring any claim or have any cause of action against the Agency, the State of Iowa, or any employee of the Agency or the State, based on any misunderstanding concerning the information provided or concerning the Agency's failure, negligent or otherwise, to provide the vendor with pertinent information as intended by this RFI.

1.13 Cost to Vendors

The Agency is not responsible for any costs incurred by a vendor, which are related to the preparation or delivery of the response, any on-site inspection that may be required, or any other activities related to this RFI.

1.14 Responses Property of the Agency

All printed information used to demonstrate a vendor's product becomes the property of the Agency. The Agency will have the right to use ideas or adaptations of ideas that are presented in the responses.

1.15 Sources of Information Used by the Agency in Addition to the Responses

The Agency reserves the right to contact vendors after the submission of responses for the purpose of clarification and to ensure mutual understanding.

1.16 No Obligation to Issue Request for Proposal (RFP)

The issuance of this RFI does not obligate the Agency in any way to issue an RFP for the goods and services described in this RFI.

1.17 Vendor Responses Identifying Information

State the name and principal place of business of the vendor.

Identify the vendor's type of business entity such as a corporation or partnership.

State the vendor's place of incorporation, if applicable. At the respondent's discretion, provide an organization chart for the vendor. Include any parent, subsidiary and affiliate companies you feel may be relevant to this presentation.

State the name, address, email address, telephone number and FAX number of the vendor representative to contact regarding all technical matters concerning this RFI.

1.18 Vendor References

Lists all jurisdictions for which the vendor has **performed scanning and indexing services**. Indicate the dates on which each contract began and ended. Please include any applicable references.

Section 2 GENERAL REQUIREMENTS

Please describe how your equipment, service or product would meet any or all of the following items. The Agency is interested in new and innovative methods of providing service to our customers. Please feel free to include both existing functionality and systems under development.

Experience

Describe your experience with the following:

- Digital Scanning and Imaging
 - Microfilm
 - Microfiche
 - Historical paper records

- Quality Assurance Process
 - Ensuring frames are not missed
 - Ensuring image quality
 - Scanning quality (DPI for instance)
- Indexing Scanned Images
- Security
 - Ability to secure property during transportation
 - Safeguarding the property and their information from physical damage, theft, unauthorized copying, loss, compromise, re-distribution, disclosure, or security breach at all times while in their custody, and for employing procedures for responding to suspected security breach; this extends to all information systems used in the project;
- Location of services
 - Ability to get property returned to the Agency within two business days if there is a business need for the property.

Timeline & Pricing

The Agency has approximately 1,000 standard sized microfiche cards and 800 microfilm rolls with no more than 5,000 images per roll.

Provide the following information:

- Describe your pricing model for scanning and indexing both microfiche cards and microfilm rolls.
- Estimate pricing and timeline to scan the Agencies microfiche cards
- Estimate pricing and timeline to scan the Agencies microfilm rolls
- Estimate pricing and timeline for indexing microfiche
- Estimate pricing and timeline for indexing microfilm

The Agency has large amounts of historical records that are on paper. The records consist of legal documents and certificates that are various sizes. The age of the paper documents spans years 1880 to 1954.

Provide the following information:

- Describe your pricing model for scanning and indexing historical paper records.

Section 3 OTHER FEATURES

Is there any other feature, service or option you believe the Agency should be aware of in preparation of an RFP? If so, please describe the feature, service product or option and explain how it would improve the program served as identified in this RFI.